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JAN 22 1953

MEMORANDUM FOR: Deputy Chief, Medical Staff

SUBJECT : Standards for New Employees' Selection

REFERENCE : Memo dtd 14 Jan 53 to SA/DDA fr DC/MS, same subject

1. Although it is presumed that a majority of the personnel of the administrative offices may at one time or another be required to accept overseas assignments, it is not mandatory that all personnel of these offices meet the first qualification listed in your paragraph 1. In only isolated cases, and these will require special identification, will full duty (special) medical qualifications need to be met. However, whenever medical determination is made that the new employees should be assigned only to nonarduous duties within the continental United States, the employing office should be notified in order that the head of the office and the Career Service Board of the office be fully cognizant of the limitations of the assignment.

2. It should be noted that a subcategory of your third qualification of departmental clearance may be necessary for certain positions in the Procurement and Supply Office and in the Office of General Services. Jobs such as warehouseman, automotive mechanic, and related unskilled or semiskilled labor cannot be described as nonarduous although overseas physical standards need not be met.

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Special Assistant to
Deputy Director
(Administration)

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cc: ADDA(IRS)
Comptroller
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